



UK Health  
Security  
Agency

# Line listing report User Guide

ICU Data Capture System

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## Document history

Revision date	Author	Version	Changes
01/05/2018	Public Health England	1.0	-
07/10/2020	Public Health England	1.1	-
25/02/2021	Public Health England	1.2	-
04/02/2025	William McMillan, Matt Wilson and Andrea Mazzella, UK Health Security Agency	1.3	<ul style="list-style-type: none"> <li>• Added information on automatically generated columns</li> <li>• Clarified some passages</li> <li>• Updated screenshots to reflect current ICU DCS</li> <li>• Updated branding (PHE to UKHSA)</li> </ul>

## Introduction

The Line Listing Report provides case level information on each record reported to the Intensive Care Unit (ICU) Data Capture System (DCS), including both infection episodes and denominators. The information provided by this report will depend on the logged in user's roles and permissions as well as their organisational type (Please see ['Roles and Permissions User Guide'](#)).

The Line Listing Report allows a user to view cases mapped to their Organisation, for example a user from a UKHSA would view cases in the Line Listing report for all ICUs mapped to their Centre while a user from an ICU would only be able to view patient records from their ICU.

## Accessing Line Listing reports

To access the Line Listing Report, log in to the ICU DCS system using your user name and password, select 'Reports' from the 'Menu Toolbar' and then select 'Line Listings' ([Figure 1](#)). In the 'Line Listings' page that loads in the main window you can then select specific options from the data parameters to generate a desired output ([Figure 2](#)).

Default options for 'Organisation Type', 'Region', 'Organisation', 'Category', 'Question Grouping', 'Sector', and 'Field Listing' are dependent on the user's Organisation, their roles and permissions. Most of these options are pre-set and cannot be changed. For example, an ICU Data Entry user will only have access to their ICU's data thus the 'Organisation Type', 'Region', 'Organisation', and 'Sector' will reflect the particular ICU, while a UKHSA Centre user with appropriate permissions will see all commissioning, reporting and residential route cases for their Centre and the 'Organisation Type', 'Region' and 'Organisation' will reflect the particular Centre.

Figure 1: Selection of Line Listing Report

The screenshot shows the UK Health Security Agency's ICU Surveillance system. On the left is a 'Menu Toolbar' with various options. 'Line Listings' is highlighted with a red box. The main content area shows a navigation bar with 'Home', 'Summary', 'ICU Summary', and 'Benchmark'. Below this, there's a section for 'ICU Surveillance System (DCS)' with a link to 'CPE PPE Study 2022 – information on PPE and enrolment'. A paragraph describes the study's purpose. Below that, 'Recent Reports' are listed, including 'Generic aggregate adult, paediatric and neonatal reports - published September 2021 October 2019 - June 2021 ( Q15-Q21)' and 'National data from most recent quarterly report: October 2019 - June 2021- Adult Units'. A bar chart titled 'Rates of BSI in Adult Critical Care Units, Oct 2019 – Jun 2021' displays two bars with values 54.1 and 33.9.

Figure 2: Line Listing Report: Data parameters

The 'Line Listings' form contains the following parameters:

- Period From: 01/01/2020
- Period To: 15/01/2021
- Organisation Type: Intensive Care Unit
- Region: NORTH OF ENGLAND
- Category: Episode Details, System
- Question Grouping: Episode Details - Specimen Details, E
- Field Listing: Specimen Date, Specimen Time, Specimen
- Patient Age To: 150
- Organisation Classification: -All-
- Data Collection: ICU Blood Stream Infections
- Organisation: (empty)
- Sector: NHS
- Patient Age From: 0
- Sex: -All-

A 'View Report' button is located on the right side of the form.

## Choosing parameters

### Period To and From

These parameters will limit the search result to cases whose specimen date was within a set time period.

‘**Period From**’- restricts the report to infection episodes with a specimen date (date of specimen collection) on/after a specified date, that is, infection episodes from this date onwards will be included.

The date can be typed in directly in the DD/MM/YYYY format or selected from the date selector (Figure 3). It is defaulted to the first day of the current month of the previous year.

**Figure 3: 'Period From' parameter**

**Period To'** - restricts the report to infection episodes with a specimen date (date of specimen collection) on/before a specified date, that is infection episodes up to this date will be included.

The date can be typed in directly in the DD/MM/YYYY format or selected from the date selector (Figure 4). It is defaulted to today's date.

**Figure 4: 'Period To' data field**

## Organisation Type

In order to see data relevant to the ICU surveillance programme (for example ICU Blood Stream Infections, ICU Monthly Census, ICU Daily Census), you must select 'Intensive Care Unit' for the 'Organisation Type' Parameter (Figure 5).

**Figure 5: 'Organisation Type' parameter**

## Region

Refers to the respective geographical region of the 'Organisation'. National 'Organisation Types' have their 'Region' defaulted to 'National'. Other options are available to narrow down the data by individual regions (London, Midlands and East, North of England and South of England) ([Figure 6](#)).

**Figure 6: Drop down options for 'Region' parameter**

The screenshot shows the 'Line Listings' form with the 'Region' dropdown menu open. The 'Region' dropdown is highlighted with a red box. The options are: NATIONAL (checked), (Select All), LONDON, MIDLANDS AND EAST, NORTH OF ENGLAND, and SOUTH OF ENGLAND. Other form fields include 'Period From' (01/01/2020), 'Period To' (15/01/2021), 'Organisation Type' (Intensive Care Unit), 'Organisation Classification' (-All-), 'Data Collection' (ICU Blood Stream Infections), 'Organisation', 'Sector' (NHS), 'Patient Age From' (0), and 'Sex' (-All-). A 'View Report' button is visible on the right.

## Data Collection

This parameter limits the search result to either reported cases of ICU Blood Stream Infections, ICU Daily Census and ICU Monthly Census ([Figure 7](#)).

**Figure 7: Data Collection parameter**

The screenshot shows the 'Line Listings' form with the 'Data Collection' dropdown menu open. The 'Data Collection' dropdown is highlighted with a red box. The options are: ICU Blood Stream Infections (highlighted), ICU Daily Census, and ICU Monthly Census. Other form fields include 'Period From' (01/01/2020), 'Period To' (15/01/2021), 'Organisation Type' (Intensive Care Unit), 'Organisation Classification' (-All-), 'Region' (NORTH OF ENGLAND), 'Category' (Episode Details, System), 'Question Grouping' (Episode Details - Specimen Details, E), 'Field Listing' (Specimen Date, Specimen Time, Spec), 'Patient Age To' (150), 'Sector', 'Patient Age From' (0), and 'Sex' (-All-). A 'View Report' button is visible on the right.

## Category

Allows you to select a subset of data from each of the tabs available on case capture ([Figure 8](#)). Please note that the options available depend on the chosen 'Data Collection' option as shown in [Figure 8](#). The default is to have a minimum dataset selected – these again vary depending on the 'Data Collection' selected. If you want a more detailed dataset then use the 'Category' dropdown menu to select all of the relevant parts from the Case Capture record you require ([Figure 8](#)).

**Figure 8: ‘Category’ parameter drop-down for ICU Blood Stream Infections**

The screenshot shows the 'Line Listings' configuration page. The 'Category' dropdown is expanded, listing various data fields. The 'System' checkbox is checked, and it is highlighted with a red circle. Other parameters include 'Period From' (01/01/2020), 'Period To' (15/01/2021), 'Organisation Type' (Intensive Care Unit), 'Region' (NORTH OF ENGLAND), 'Data Collection' (ICU Blood Stream Infections), 'Sector' (NHS), and 'Patient Age From' (0).

**Please note:** the ‘System’ category includes system-generated fields, such as patient age.

## Organisation

Refers to the specific Organisation for which data will be displayed and is only activated when a ‘Region’ has been selected. This parameter will default to your current ‘Organisation’ ([Figure 9](#)). National and subnational ‘Organisation Types’ (such as Clinical Commissioning Groups, for other see ‘Roles and Responsibilities’) can either view all cases mapped to them, or limit their search to a specific ‘Organisation’ lower down their ‘Organisation Type’ hierarchy (this may require selecting a specific ‘Region’).

**Figure 9: ‘Organisation - Region’ parameter for Organisation Unit**

The screenshot shows the 'Line Listings' configuration page. The 'Organisation' dropdown is highlighted with a red box. The 'Region' dropdown is also open, with 'NATIONAL' selected. Other parameters include 'Period From' (01/01/2020), 'Period To' (15/01/2021), 'Organisation Type' (Intensive Care Unit), 'Data Collection' (ICU Blood Stream Infections), 'Sector' (NHS), and 'Patient Age From' (0).

## Sector

This parameter allows the user to change the healthcare sector between ‘NHS’, ‘Independent’ or view data for both sectors when selecting ‘-All-’. The only option available for Intensive Care Unit ‘Organisation Type’ is ‘NHS’ and ‘Independent’ for Independent Sector Intensive Care Unit ‘Organisation Type’, while national and subnational Organisation Types can view data by all three options ([Figure 10a](#), [Figure 10b](#), [Figure 10c](#)).

**Figure 10a: ‘Sector’ parameter for Intensive Care Unit ‘Organisation Type’**

The screenshot shows the 'Line Listings' configuration page. The 'Organisation Type' dropdown is set to 'Intensive Care Unit'. The 'Sector' dropdown is set to 'NHS'. Other parameters include 'Period From' (01/01/2020), 'Period To' (15/01/2021), 'Region' (NATIONAL), 'Data Collection' (ICU Blood Stream Infections), and 'Patient Age To' (150).

**Figure 10b: ‘Sector’ parameter for Independent Sector Intensive Care Units ‘Organisation Type’**

The screenshot shows the 'Line Listings' configuration page. The 'Organisation Type' dropdown is set to 'Independent Sector Intensive Care Units'. The 'Sector' dropdown is set to 'Independent'. Other parameters include 'Period From' (01/04/2019), 'Period To' (30/04/2020), 'Region' (NATIONAL), 'Data Collection' (ICU Blood Stream Infections), and 'Patient Age To' (150).

**Figure 10c: ‘Sector’ parameter for Independent Sector Intensive Care Units ‘Organisation Type’**

The screenshot shows the 'Line Listings' configuration page. The 'Organisation Type' dropdown is set to 'UK Health Security Agency'. The 'Sector' dropdown is set to 'NHS'. Other parameters include 'Period From' (01/11/2020), 'Period To' (15/11/2021), 'Region' (NATIONAL), 'Data Collection' (MRSA), and 'Patient Age To' (150).

## Field Listing

Refers to specific fields from case capture that will be displayed on the Line Listing Report. The available options are dependent on the selection of options from ‘Data Collection’, ‘Category’ and ‘Question Grouping’ parameters. For example, selection of ‘ICU Blood Stream Infections’ from ‘Data Collection’, ‘Episode Details’ from ‘Category’ and ‘Episode Details- Specimen Details’ from ‘Question Grouping’ will result in display of fields specific for the specimen, in particular Specimen Date, Specimen Time and Specimen No ([Figure 11](#)). The User can further decide to include all or only some of these in the report by deselecting/selecting specific options ([Figure 12](#)).

**Figure 11: ‘Field Listing’ parameter for a specific combination of ‘Data Collection’, ‘Category’ and ‘Question Grouping’ parameters**

**Figure 12: Line Listing Report headings based on parameter selection in [Figure 13](#)**

Period From	01/01/2020	Organisation Type	Intensive Care Unit	Organisation		
Period To	15/01/2021	Region	NATIONAL	Data Collection	ICU Blood Stream Infections	
Category	Episode Details	Question Grouping	-All-	Field Listing	-All-	
Patient Age From	0 - 150	Sex	-All-	Sector	NHS	
Organisation Classification	-All-					
<b>ID</b>	<b>Data Collection Date</b>	<b>Data Collection</b>	<b>Critical care unit Code</b>	<b>Specimen Date</b>	<b>Specimen Time</b>	<b>Specimen No</b>

## Patient Age From and To

Allows users to select age range of patients to be included in the report. The default values are 0 to 150 years ([Figure 13](#)).

**Figure 13: ‘Patient Age From’ and ‘Patient Age To’ parameter.**

## Sex

Allows users to select a subset of data based on gender. Available options are ‘-All-’, ‘Male’, ‘Female’ and ‘Unknown’ ([Figure 14](#)).

Figure 14: 'Sex' parameter.

The screenshot shows the 'Line Listings' form with various filters. The 'Sex' dropdown menu is open, showing options: '-All-', '-All-', Male, Female, and Unknown. The second '-All-' option is highlighted in blue. A red box is drawn around the entire dropdown menu.

Period From	01/01/2020	Period To	15/01/2021	View Report
Organisation Type	Intensive Care Unit	Organisation Classification	-All-	
Region	NATIONAL	Data Collection	ICU Blood Stream Infections	
Category	Episode Details	Organisation		
Question Grouping	Episode Details - Specimen Details, E	Sector	NHS	
Field Listing	Specimen Date, Specimen Time, Spec	Patient Age From	0	
Patient Age To	150	Sex	-All-	

## Previewing the Line Listing

Selecting 'View Report' enables you to view the records specified by your previously made parameter selections (Figure 15 and Figure 16). Please note the 'View Report' functionality only enables the first 25 records to be displayed. This is to provide a preview of the report content prior to exporting the data in its entirety. 'Export Report' functionality is outlined below.

Figure 15: 'View Report' functionality

The screenshot shows the 'Line Listings' form with the 'View Report' button highlighted by a red box. The form contains the same filters as Figure 14.

Period From	01/01/2020	Period To	15/01/2021	View Report
Organisation Type	Intensive Care Unit	Organisation Classification	-All-	
Region	NATIONAL	Data Collection	ICU Blood Stream Infections	
Category	Episode Details	Organisation		
Question Grouping	Episode Details - Specimen Details	Sector	NHS	
Field Listing	Specimen Date, Specimen Time, Spec	Patient Age From	0	
Patient Age To	150	Sex	-All-	

**Figure 16: Example of the ‘View Report’ output**

**Line Listings**

Period From	01/01/2020	Period To	15/01/2021
Organisation Type	Intensive Care Unit	Organisation Classification	-All-
Region	NATIONAL	Data Collection	ICU Blood Stream Infections
Category	Episode Details	Organisation	
Question Grouping	Episode Details - Specimen Details, i	Sector	NHS
Field Listing	Specimen Date, Specimen Time, Spe	Patient Age From	0
Patient Age To	150	Sex	-All-

**Line Listings**

The line list displayed only shows 25 records. Click Export for full report

**EXPORT**

Period From	01/01/2020	Organisation Type	Intensive Care Unit	Organisation	
Period To	15/01/2021	Region	NATIONAL	Data Collection	ICU Blood Stream Infections
Category	Episode Details	Question Grouping	-All-	Field Listing	-All-
Patient Age From	0 - 150	Sex	-All-	Sector	NHS
Organisation Classification	-All-				

ID	Data Collection Date	Data Collection	Critical care unit Code	Specimen Date	Specimen Time	Specimen No

## Exporting the Line Listing

Selecting ‘Export’ from the ‘View Report’ output ([Figure 16](#)) enables the export of all records fulfilling the previously specified criteria. The output is in .txt format. The download progress is conducted offline and a system message is displayed ([Figure 17](#)). Please note that you do not need to remain on this page for the line listing report to be generated.

**Figure 17: Progress message of export functionality**

**Line Listings**

Application is processing the requested line listing report offline. System will send the email notification when the report is ready.

## Checking the status of an export

In order to view the progress of the export, the user will need to select 'My Line Listings Results' (Figure 20) from the Menu Toolbar. This will produce a results window (Figure 19) listing all the reports generated by the user.

**Figure 18: 'My Line Listings Results' option**

Menu Toolbar
My Dashboard
Search
Case Capture
Data Upload Wizard
Case Administration
User Administration
System Reports
<b>Reports</b>
Adhoc Report Generator
Counts or Rates of Infection Episodes
Timeliness of CEO Sign-Off
Nil Returns
<b>Line Listings</b>
Line Listing Report
My Line Listings Results

**Figure 19: 'My Line Listing Report' window**

My Line Listing Report								
Line Listing Reports								
	Created Date	Recurrence Exists?	Period From	Period To	Organisation Name	Data Collection	File Processing Status	File Name
Download	02-02-2022 11:53:03	No	01-Feb-2021	02-Feb-2022		ICU Monthly Census	Completed	MIHALKOVA,Miroslava2022020211511

The My Line Listings Report window provides the following information for the user:

- Date and time the Line Listing report was created
- Period From and Period To of the data extracted
- Organisation name
- Data Collection
- Status of the file being exported
- File name of the report (which contains the SURNAME and first name of the user)

Please note when a large amount of data is extracted the 'File processing Status' column will display 'In Progress', until the file is complete and ready for download (Figure 20).

**Figure 20: Different statuses of file processing**

		Created Date	Recurrence Exists?	Period From	Period To	Organisation Name	Data Collection	File Processing Status
		21-04-2022 13:48:12	No	01-Apr-2021	21-Apr-2022	ICU A	ICU Blood Stream Infections	In Progress
Download	Recurrence	07-04-2022 10:30:04	No	01-Apr-2021	07-Apr-2022	UK Health Security Agency	CPE PPS Patient	Downloaded
Download	Recurrence	07-04-2022 10:26:05	No	01-Apr-2021	07-Apr-2022	UK Health Security Agency	CPE PPS Patient	Downloaded

Once the line listing report is ready for the user to download, an email will be generated by the HCAI DCS which will be sent to the email address registered by the user; to let them know that the report is ready to be downloaded ([Figure 21](#)).

**Figure 21: Email received on completion of exporting of your data**

### PHE Data Capture System: Line Listing Export Request Completed



Your line listing report is now ready to download from the DCS. Please navigate to the 'My Line Listings page' and download the report file.

This message has been auto-generated, please do not reply to this message

## Downloading the Line Listing

Once the file is complete, a 'Download' button will be enabled at the beginning of the row. By clicking the 'Download' button ([Figure 22](#)) in the My Line Listings Results window, the file will be downloaded onto the user's PC.

The filename will always start with the user's surname and first name followed by the date of extraction. This file must be saved to a location where the user can easily navigate to.

**Figure 22: My Line Listing Report window when the file is ready to be downloaded**

		Period From	Period To	Organisation Name	Data Collection	File Processing Status	File Name	Created Date
						ICU Blood Stream Infections	(All)	
Download		01-01-2020	15-01-2021	R0A - ACUTE INTENSIVE CARE UNIT (ADUL	ICU Blood Stream Infections	Completed	20210126182	26-01-2021 18:30:17
Download		01-01-2020	15-01-2021	R0A - ACUTE INTENSIVE CARE UNIT (ADUL	ICU Blood Stream Infections	Downloaded	20210126185	26-01-2021 18:56:21
		01-01-2020	15-01-2021	R0A - ACUTE INTENSIVE CARE UNIT (ADUL	ICU Blood Stream Infections	In Progress		26-01-2021 18:58:49

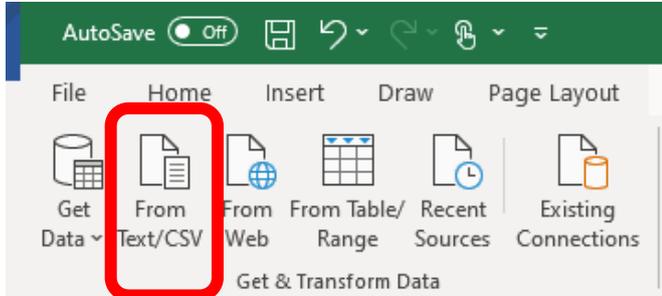
Due to the usually large size of the Line Listing output file, the Line Listing report can only be exported as a '|' ('pipe') delimited .txt file. This is in order to minimise its download time.

## Opening the Line Listing as a spreadsheet

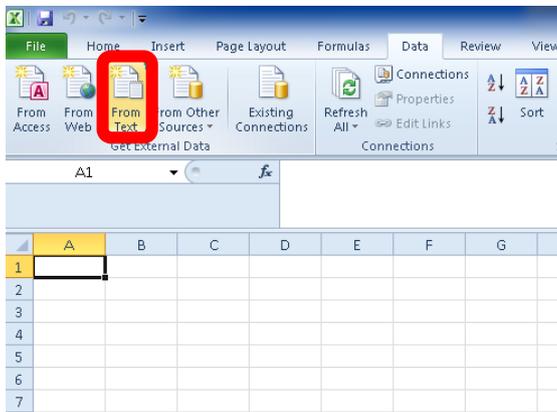
Should you require the output file in Excel format, you can save the output file as an Excel workbook (.xls or .xlsx) by following the steps below:

- Open a new Microsoft Excel workbook
- Select the “From Text” option in the “Data” tab ([Figure 23](#))

**Figure 23: Importing the text file**

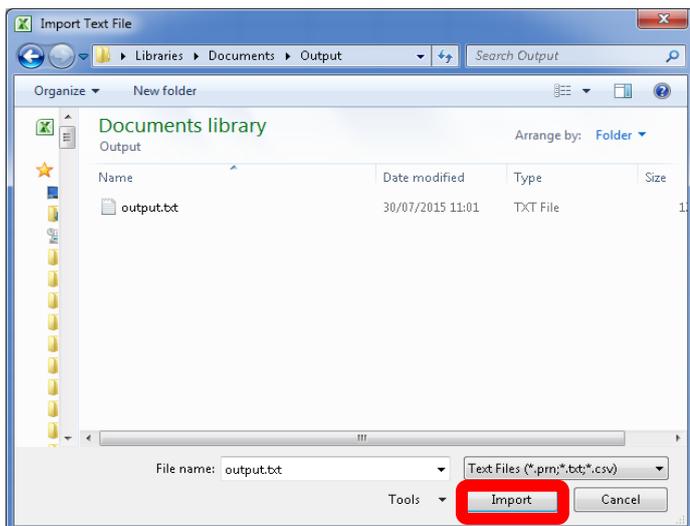


Or (previous version of Excel)



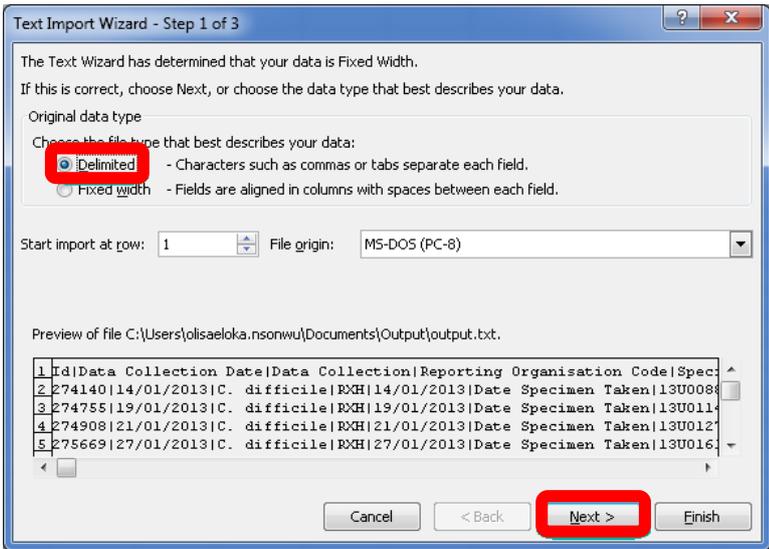
- A browse window will then pop up. Select the output file and click “Import” ([Figure 24](#)).

**Figure 24: Import text file browse window**



- This will launch the **Text Import Wizard**. In Step 1 change the file type to ‘Delimited’ and click ‘Next’ to move to Step 2 ([Figure 25](#)).

Figure 25: Text Import Wizard – Step 1



- Under 'Delimiters' untick the 'Tab' option and type in the '|' ('pipe') character in text box beside the 'Other' option (Figure 26). This is usually located at the bottom left corner of your keyboard (Figure 27). Note that you may need to hold down the 'Shift' key. Click the 'Finish' button to complete the import.

Figure 26: Text Import Wizard – Step 2

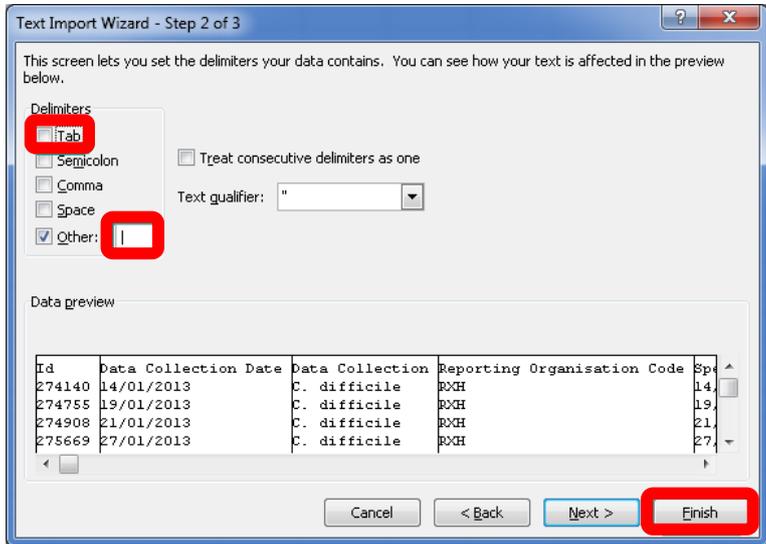
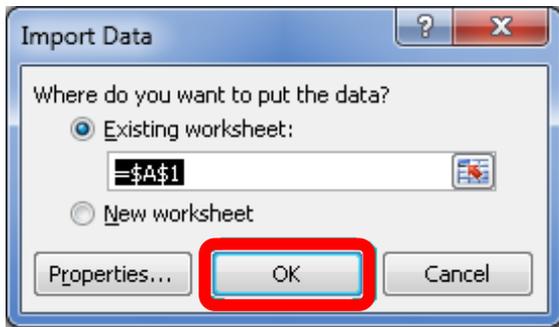


Figure 27: '|' (Pipe) character on the keyboard



- In the next prompt leave the options as shown below and click ‘OK’ ([Figure 28](#))

**Figure 28: Position on worksheet to import data**



- Once completed you should have a sheet similar to that shown below ([Figure 29](#)).

**Figure 29: Example of imported data**

	A	B	C	D	E	F	G	H
1	14	Data Collection Date	Data Collection	Reporting Organisation Code	Specimen Date	Type of Specimen Data	Specimen No.	Laboratory where specimen processed Code
2	174740	14/01/2013	C. difficile	ROH	14/01/2013	Date Specimen Taken	13,000815	LAB311065
3	174755	19/01/2013	C. difficile	ROH	19/01/2013	Date Specimen Taken	13,0011486	LAB311065
4	174989	21/01/2013	C. difficile	ROH	21/01/2013	Date Specimen Taken	13,0012787	LAB311065
5	175469	27/01/2013	C. difficile	ROH	27/01/2013	Date Specimen Taken	13,0016184	LAB311065
6	175889	29/01/2013	C. difficile	ROH	29/01/2013	Date Received in Lab	13,0017866	LAB311065
7	175894	29/01/2013	C. difficile	ROH	29/01/2013	Date Specimen Taken	13,0017868	LAB311065
8	176976	04/02/2013	C. difficile	ROH	04/02/2013	Date Specimen Taken	13,0021349	LAB311065
9	177445	05/02/2013	C. difficile	ROH	05/02/2013	Date Specimen Taken	13,0022360	LAB311065
10	178426	13/02/2013	C. difficile	ROH	13/02/2013	Date Specimen Taken	13,0026734	LAB311065
11	178771	13/02/2013	C. difficile	ROH	13/02/2013	Date Specimen Taken	13,0027601	LAB311065
12	178796	13/02/2013	C. difficile	ROH	13/02/2013	Date Specimen Taken	13,0027264	LAB311065
13	179159	18/02/2013	C. difficile	ROH	18/02/2013	Date Specimen Taken	13,0029939	LAB311065
14	179201	17/02/2013	C. difficile	ROH	17/02/2013	Date Specimen Taken	13,0029582	LAB311065
15	179441	19/02/2013	C. difficile	ROH	19/02/2013	Date Specimen Taken	13,0030999	LAB311065
16	179785	21/02/2013	C. difficile	ROH	21/02/2013	Date Specimen Taken	13,0032111	LAB311065
17	179899	22/02/2013	C. difficile	ROH	22/02/2013	Date Specimen Taken	13,0033564	LAB311065
18	181309	03/03/2013	C. difficile	ROH	03/03/2013	Date Specimen Taken	13,0039530	LAB311065
19	181472	28/02/2013	C. difficile	RRV	28/02/2013	Date Received in Lab	13,0112888	LAB385500
20	182409	10/03/2013	C. difficile	ROH	10/03/2013	Date Specimen Taken	13,0040460	LAB311065
21	182889	06/03/2013	C. difficile	ROH	06/03/2013	Date Specimen Taken	13,0040821	LAB311065
22	183879	13/03/2013	C. difficile	ROH	13/03/2013	Date Specimen Taken	13,0045749	LAB311065
23	183894	10/03/2013	C. difficile	ROH	10/03/2013	Date Specimen Taken	13,0045795	LAB311065
24	184081	21/03/2013	C. difficile	ROH	21/03/2013	Date Specimen Taken	13,0050515	LAB311065
25	184567	22/03/2013	C. difficile	ROH	22/03/2013	Date Specimen Taken	13,0051645	LAB311065
26	184826	24/03/2013	C. difficile	ROH	24/03/2013	Date Specimen Taken	13,0052148	LAB311065
27	184840	25/03/2013	C. difficile	ROH	25/03/2013	Date Specimen Taken	13,0053427	LAB311065
28	184751	27/03/2013	C. difficile	ROH	27/03/2013	Date Specimen Taken	13,0054235	LAB311065
29	184795	26/03/2013	C. difficile	ROH	26/03/2013	Date Specimen Taken	13,0054812	LAB311065
30	185332	03/04/2013	C. difficile	ROH	03/04/2013	Date Specimen Taken	13,0057398	LAB311065
31	186364	03/04/2013	C. difficile	RRR	03/04/2013	Date Specimen Taken	8161579	LAB361789
32	189321	13/04/2013	C. difficile	ROH	13/04/2013	Date Specimen Taken	13,0062574	LAB311065
33	189446	25/04/2013	C. difficile	ROH	25/04/2013	Date Specimen Taken	13,0071864	LAB311065
34	189462	26/04/2013	C. difficile	ROH	26/04/2013	Date Specimen Taken	13,0071403	LAB311065
35	189778	29/04/2013	C. difficile	ROH	29/04/2013	Date Specimen Taken	13,0072647	LAB311065
36	191421	06/05/2013	C. difficile	ROH	06/05/2013	Date Specimen Taken	13,0077952	LAB311065
37	192372	16/05/2013	C. difficile	ROH	16/05/2013	Date Specimen Taken	13,0082344	LAB311065
38	193544	20/05/2013	C. difficile	ROH	20/05/2013	Date Specimen Taken	13,0084852	LAB311065

To save the sheet, press ‘Ctrl’ and ‘S’ together on the keyboard and another browse window will appear. Browse to any destination folder of your choice, choose a name for the file, Select ‘Excel Workbook (\*.xlsx)’ or ‘Excel 97-2003 Workbook (\*.xls)’ and click ‘Save’.

## Using the Line Listing

The Line Listing will contain all fields selected in the ‘Field Listing’ parameter as well as some columns with automatically generated values.

For all collections, these include information on data entry and sign-off: Date Entered, Created By, Last Update Date, Last Updated By, Signed Off Date, Signed Off By.

For the Blood Stream Infection collection, automatically generated columns also include:

- **'Apportionment Rule Category'** - can be 'Pre-ICU' or 'ICU-associated'. This mirrors the temporal component of the CCU-BSI case definition (however, it does not distinguish BSIs from all other PBCs)
- **'Source'** identifies if a PBC is CVC-associated, CVC-related, both, or secondary to an infection at another site. Please note that if a case is identified CVC-related (according to this protocol) but the unit reported that it was secondary to an infection at another site, both will be listed in this field.
- **'Bacteraemia Category'** is intended to determine whether a PBC is classified as a BSI. However, as of December 2024, it may misclassify certain cases, making it unreliable and currently under review.
- **'Local Authority Name'**, attributed based on geographical information.
- **'CCG'** (which actually indicates SICBL), attributed based on geographical information.

# About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the [Department of Health and Social Care](#).

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Version 1.3

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Published: December 2024



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